

Los Alamos
NATIONAL LABORATORY
memorandum

Security and Safeguards Division
S-6, Information and Personnel Security Group

To/Ms: Master Management & Administrative Support
From/Ms: Larry Freestone, S-6, MS G733
Phone/FAX: 7-1332/7-1368 (Badge Office)
Symbol: S6-98-30
Date: July 24, 1998

SUBJECT: SIGNIFICANT POLICY CHANGE -- TEMPORARY BADGES

In a previous Laboratory memorandum (S6-98-25, June 22, 1998, *Change of Procedure for Issuing Temporary Badges*) the Badge Office announced a procedural change intended to assist in reducing the need to frequently issue temporary badges to DOE standard badgeholders. In this memorandum, we announce another policy change to continue this effort.

A review of our temporary badge issuance indicates an extraordinarily high level. During the past 12 months, **650 badgeholders were issued temporary badges three times or more**, with numerous instances of **10 or more** issued. We estimate that costs to the Laboratory in badging materials and employee time exceed \$265K a year.

Benchmarking with other DOE badge offices confirms that this Laboratory has much higher levels of temporary badge issuance and lost badge incidents than its counterparts. Other facilities take pro-active steps to keep lost badges and temporary badges to a minimum, whereas LANL has not heretofore taken any formal steps.

Effective August 3, the following will be Badge Office policy on issuance of temporary badges and replacement of lost badges:

- All Laboratory DOE standard badgeholders can be issued up to any combination of two temporary and/or replacement of lost badges in any 12-month period with no consequences;
- A third request will first require written approval from the individual's Group Leader;
- A fourth request will require written approval from the individual's Division Director. This request must indicate what steps are being taken to preclude recurrence;
- Five and all subsequent requests will be delayed pending a formal inquiry into the circumstances surrounding the frequent temporary badge issuance. For cleared badge holders, the resultant inquiry may lead to issuance of a security infraction if determined that national security is being put at risk. Only after completion of an inquiry will issuance of a replacement badge be possible;
- Stolen badges will not count against a badgeholder; however, badge thefts must be promptly reported to S Division's Special Projects Office by calling 665-3505. The appropriate line management will be notified of individuals who report more than two thefts of their DOE standard badge.

We request the cooperation of all members of the Laboratory community. Questions and comments may be directed to the Badge Office at badge@lanl.gov or 667-6901.